

Polly Ann Trail Event Application

If your group interested in hosting an event on the Polly Ann Trail, please complete this application and email to manager@pollyantrailway.org or mail to:

Polly Ann Trail Management Council, Inc., 23 E Elmwood, PO Box 112, Leonard MI 48367.

Your request will be reviewed at the next scheduled Polly Ann Trail Management Council meeting. Please visit our web site for meeting dates and locations (locations vary). Submit your event application at least 10 days prior to a scheduled PATMC meeting for consideration. Typically, there is no fee for nonprofit groups for use of the trail. Any fees and conditions are subject to review and approval of the Polly Ann Trailway Management Council, Inc.

Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Other Organizations/Partners: _____

Name of Event _____

Day & Date of Event: _____ Time: from _____ to _____

Location along the trail: _____

Estimated number of participants: _____ Estimated number of volunteers to perform trash pickup generated and to manage safety conditions of the event (i.e. safe street crossings): _____

Event Description: _____

Comments & Questions: _____

Process for Approval of Your Event:

- Contact the Trail Manager to schedule your event on an upcoming Polly Ann Trail Management Council meeting for discussion. Use the email below and visit our web site for our meeting schedule.
- Complete this application and a Hold Harmless form available on our web site or via email from the Trail Manager.
- Completed applications and forms due to the Manager seven days prior to the next PATMC meeting.
- Have a representative attend the PATMC meeting to answer questions about your activity.
- The PATMC will require that you provide event insurance and/or a rider stating that the PATMC, MDNRE are named insureds for the event, per the language in the 'Hold harmless' Agreement.
- All activities require approval by the Polly Ann Trail Management Council, Inc. on behalf of the MDNR, property owner.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

Dear Applicant:

When insurance is required for an event or other use of state-land the Department of Natural Resources requires the following wording on all insurance policies:

“State of Michigan, its departments, boards, agencies, commissions, officers, and employees are additionally insured”.

This wording should be placed in the Description of Operations section of the insurance certificate. The following may also be put in the Certificate Holder section as a way to indicate where the insurance certificate should be sent, however I am rarely in the office so please email the insurance to vanbloemn@michigan.gov if possible:

**State of Michigan
DNR-PRD
Nikki Van Bloem
525 West Allegan St.
Lansing, MI 48933**

Groups that have “standard” policies must obtain a specific amendment to the policy for the use activity or event. Proof of insurance must be in the possession of the Permittee in order to approve the requested use. The Permittee, Lessee or Concessionaire should also retain possession of the policy and be able to produce it on site upon request.

In accordance with our guidelines we require you to maintain a minimum policy limit, in the amount of specified by the Polly Ann Trail Management Council.

If you have previously submitted a certificate of insurance without the above wording please revise and resubmit your insurance policy as soon as possible for us to continue processing your permit.

Nikki Van Bloem
Southern MI Trail Specialist
Department of Natural Resources
Parks and Recreation Division
vanbloemn@michigan.gov